

LOUISVILLE METRO PLANNING & DESIGN AUDIT COMMITTEE
MAIN AUDIT COMMITTEE
Meeting Minutes
MAY 9, 2011

Metro Hall- Mayor's Gallery
627 West Jefferson Street 4th Floor
Louisville, KY 40202

Call to Order: The meeting was called to order at approximately 3:00 pm

Committee Members Present: **Jim Mims** (Codes and Regulations) **Dave Vogel** (Louisville Water Company), **Tim Corrigan** (Rotunda Group, LLC), **Don Wagaman** (Metro Board of Zoning & Adjustment), **Deborah Bilitski** (Attorney), **Barbara Sinai** (Citizen at large), **Lisa Dettlinger** (Citizen at Large), **Leah Stewart** (Citizen at Large), **Ron Wolf** (AGC of Kentucky), **Scott Kremer** (KY American Institute of Architects), **Bill Bardenwarper** (Attorney), **Steve Porter** (Attorney), **Gale Lively** (Louisville Apartment Association), **Chuck Kavanaugh** (Home Builders Assoc), **Cliff Ashburner** (Wyatt, Tarrant & Combs, LLP) **Glenn Price** (Frost, Todd, Brown, LLC) **Jay Stottman** (Citizen at Large), **Louise Allen** (Chapter President of the KY Chapter of American Planning Assoc.), **Dana Guyer** (Okolona Park NA President), **Jon Ackerson** (Councilmember), **Gabe Fritz** (The Housing Partnership), and **Mark Trier** (KY American Institute of Architects).

Staff Present: Dena First

New Business: Jim Mims (Codes & Regulations) started the meeting by introducing himself and welcoming all committee members and guest. Mr. Mims then moved into discussing the Planning and Design Audit Task Force Committee website page www.louisvilleky.gov/ipl/PDSAudit/PDSAudit.htm. He noted that this page will house agendas, minutes, and additional information pertaining to this committee. He also discussed the committees' purpose and mission and then invited each subcommittee chair person to give an update on their progress. The updates are as follows:

Best Practices: Tim Corrigan (Rotunda Group, LLC) began by introducing himself and noted the committee has about eleven members and a facilitator, Julia Inman from Just Solutions. He went on to mention how the committee decided to break into two different groups: the peer cities group and the questionnaire group. The Peer Cities group selected five cities to conduct in-depth interviews and ten cities to administer questionnaires.

In-depth Interviews conducted with:

- | | |
|--------------------|--------------------|
| ❖ Indianapolis, IN | ❖ Nashville, TN |
| ❖ Charlotte, NC | ❖ Jacksonville, FL |
| ❖ Raleigh, NC | |

Other ten cities would receive a questionnaire, they are as follows:

- ❖ Columbus, OH
- ❖ Lexington, KY
- ❖ Omaha, NE
- ❖ Richmond, VA
- ❖ Greensboro, NC
- ❖ Aspen, CO
- ❖ Kansas City, MO
- ❖ Minneapolis, MN
- ❖ Austin, TX
- ❖ Anaheim, CA

The Questionnaire group created a questionnaire that was made available to planning and design officials developers, and neighborhood persons within those ten cities. Many of the committee members have made contact with one or more representatives from the outlined cities and stakeholder categories. He is hopeful the committee members will have interviews and questionnaire complete and ready for their next meeting, Monday May 16, 2011. Jay Stottman added that one of the concerns he has is the time frame in which they have to complete the interviews and questionnaires. The questionnaire is quite long and there is some resistant from participants in taking the survey. Overall he believes the group will receive information. Tim concluded with mentioning he and the committee will be deciding how to analyze the information and pull recommendations from the information.

Interview/ Data Gathering: Dave Vogel (Louisville Water Co) began by stating the committee will be taking a three prong approach to conducting their work. There will be two surveys sent; external and internal, and interviews. The external survey will be sent to stakeholders ranging from builders, developers, architects, neighborhood associations, etc. The internal survey will be sent to the staff of the Planning and Design Services and a small group of people in Public Works. The interviews will be conducted with employees of Planning and Design Services, Planning Commission, etc. Each of the surveys has several questions that allow for additional comments in order to obtain a true idea of everyone's input. Dave mentioned the committee made great use of a report the Greater Louisville Incorporation completed in 2008 regarding the Planning and Design Department. Jims Mims asked more about the interview process, who would be interviewed etc. Dave stated that would be established in the next meeting, Tuesday May 10, 2011, but preliminary ideas would be to look at key stakeholders within the department and those in close proximity of the department and interview them. Dave concluded by adding the committee will split up to accomplish this goal.

Process Review: Don Wagaman (Metro Board of Zoning & Adjustment) opened the discussion by stating the committee has met weekly since the subcommittees send off and they have had very well rounded discussions. He noted that ideally the Interview/ Data Gathering team would work first and upon their completion the Process Review team would begin their work. Due to time constraint the processes have to run parallel of one another. The committee has discussed metrics and how they would begin this process. One of the ideas that come forth was addressing the "low hanging fruit"; meaning addressing the problems that can be fixed or looked into within the next 30 days. The next idea was to look at the process mapping and begin streamlining. The other concern is the committee has is the implementation of the changes/processes. Don added the meetings usually last 2 hours and each member has committed to participating. Mr. Mims asked if there are some evident issues that

need to be “fixed” now, is the process broken. Don stated that the information needs to be accessible to the public and available in a timely fashion. Gabe Fritz added that the process needs to be looked at in way that redundant process or unnecessary processes are removed. Glenn Price added that in his opinion the has more to do with the management of the process rather than the process itself. Some additional steps/processes have been added unnecessarily. Don added there is a problem with the accuracy of the minutes, mailroom delays, and conducting DRC meetings for concerns that are ministerial approved. Don continued by stating the staff needs to be trained thoroughly

Discussion continued: Mr. Mims mentioned SIRE Technologies. It is a docket management system the Metro Council currently uses to keep them organized. He added that it creates a lot of pressure on staff to get stuff out ahead of time; however based on the feedback from a Landmarks Commission meeting this process may back cases up. He offered to have a SIRE expert attend the Process Review Committees next meeting to fully explain the system. Scott Kremer asked Mr. Mims if the new SIRE system is a compliment to Hansen or a replacement of it. Mr. Mims stated that SIRE is more to manage dockets. It will require more scanning of documents, which will necessitate the case manager and or staff to be prepared. Louise Allen suggested the Process Review Committee review the Zucker Report.

Mr. Mims concluded the meeting by announcing the next meeting will be held on May 23, 2011.